

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DOE8216824**
POSITION NO: **945064**
CLASS CODE: **3641**

Date Posted: **07/16/12**
Closing Date: **07/27/12**

POSITION TITLE: **Head Start Teacher Aide ****
DEPARTMENT NAME: **Navajo Head Start - Shiprock Agency**
DEPARTMENT NO: **821** WORKSITE LOCATION: **Nenahnezad, NM**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **V56A**
Days: **Mon-Fri** Permanent: ☒
Hours: **8am - 4pm** Temporary: ☐ Duration: **Seasonal** \$ Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** \$ **9.66** Per Hour

DUTIES AND RESPONSIBILITIES:

Assist the Head Start Teacher in maintaining a classroom conducive to age appropriate learning, participates in home visits to explain the program's purpose and to recruit children; assist in maintenance of up-to-date records concerning the growth, health, behavior and progress of each child; in implementing plans for each child as identified by the Head Start Teacher in developmental and culturally appropriate activities on materials; helps coordinate program plans with head Start center staff and parents; assist in planning and conducting field trip activities and recruiting; make and obtain classroom materials and equipment activities related to meetings; act as bus monitor on bus when children are being transported to and from center, assist with supervising children in the classroom and assist with parent/teacher conferences. Assist with health screenings and daily hygiene and performs duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED. (To receive full credit for education & experience, applicant must submit copies of transcripts, degree, diplom or certificates.)

Experience:

Special Knowledge, Skills and Abilities:

Knowledge of early childhood development/education; knowledge of laws, regulations and tribal policies on child care; knowledge of the Navajo Culture and traditions. Ability to nurture, motivate, teach and influence children three to five years of age; ability to display mature, patience and understanding; ability to articulate behavior; ability to work extended and flexible work hours; ability to understand and communicate in the Navajo and English languages.

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, updated TB (skin test), a First Aid, Cardiopulmonary Resuscitation (CPR) certificate, Food Handler's Permit and a Navajo Nation Operator's Permit. Some positions may require a commercial driver's license.

**** UNION POSITION**

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT Revised 1-15-99